



DEPARTMENT OF CORRECTIONS
Health Care Recruitment Unit
2201 Broadway
Sacramento, CA 95818

MEDICAL TRANSCRIBER

FUNCTION OF POSITION

Under the general supervision of the Health Record Technician II (Supervisor), this position is responsible for transcribing dictated and written material, sensitive and confidential health-related information. Use skills and knowledge of medical terminology, anatomy and physiology and transcription techniques to produce accurate, timely and complete medical and mental health evaluations, assessments, summaries and correspondence.

MINIMUM QUALIFICATIONS

In the California state service, one year of experience performing the duties of an Office Assistant II (Typing), Range A (formerly Clerk Typist II, Range A).

OR

Two years of experience in typing and clerical work, at least one year of which shall have been in work of a medical nature requiring the transcription of dictation from a dictating machine on medical matters and the preparation of a wide variety of medical records and reports.

CAREER PATH

Medical Transcriber
Senior Medical Transcriber

APPLICATION INFORMATION

The Department application consists of the two (2) documents listed below. Additional information may be submitted but is not required. All forms must be completely filled out. Properly completed documents should be sent to the institution(s) for which you are applying. A list of institutional addresses is located on the California State Prisons Map included in this information package. Should you have any questions, please contact a Health Professions Recruiter at (888) 232-4584, by fax at (916) 227-4646 or by e-mail at Health.Recruit@corr.ca.gov.

1. Standard State Application (STD. 678)
2. Recruitment Publicity Questionnaire

SALARY RANGES

Medical Transcriber	\$2304 – 2801 monthly
Senior Medical Transcriber	\$2577 – 3132 monthly

All correctional institutions **may** authorize a “**Hiring Above the Minimum**” (HAM) a salary differential, for extraordinary qualifications, and experience. The hiring authority will review your credentials and evaluate your experience and recent earnings to determine if a “**Hiring Above the Minimum**” salary differential may be applicable.

CONTINUED ON REVERSE

www.corr.ca.gov
888-232-4584 Toll Free
916-227-4646 FAX

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO's)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- \$2400 annual Recruitment and Retention Bonus (Limited to Avenal State Prison, Ironwood State Prison, Chuckawalla State Prison, Calipatria State Prison, and Centinela State Prison after 12 months of full-time employment)
- Medical License renewal fee reimbursement (Actual Cost)
- Professional Dues Reimbursement (\$50 Maximum)
- Uniform Allowance
- Institutional Workers Supervision Pay Differential, up to \$190 per qualifying pay period
- Evening and Night Shift Differential Pay
- California Public Employees' Retirement System

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER